



North Carolina Department of Cultural Resources  
State Historic Preservation Office

Ramona M. Bartos, Administrator

Governor Pat McCrory  
Secretary Susan Kluttz

Office of Archives and History  
Deputy Secretary Kevin Cherry

November 26, 2013

**MEMORANDUM**

**TO:** All Certified Local Governments (CLGs) in North Carolina  
**FROM:** Ramona Bartos, Deputy State Historic Preservation Officer  
**SUBJECT:** 2014 Historic Preservation Fund Pass-Through Grants

The State Historic Preservation Office (HPO) is now accepting applications for FY 2014 federal Historic Preservation Fund (HPF) pass-through grants, which are available to Certified Local Governments (CLGs). Eligible projects include architectural and archaeological surveys, nominations of eligible districts and properties to the National Register of Historic Places, survey publication manuscripts, local preservation design guidelines and preservation plans, educational programs, and restoration of National Register properties. Funds for restoration are limited. Eligible applicants are local governments, local historic preservation commissions, nonprofit organizations, and educational institutions.

**Please note that the application process has changed. Before preparing and submitting an application, applicants must contact HPO staff to discuss the scope of work and budget of their potential project along with the grant standards and requirements. HPO staff contacts are listed in the attached instructions.**

An estimated total of \$80,000 to \$90,000 may be available for projects in CLG municipalities and counties, in accordance with federal requirements. A list of CLGs is attached. Unfortunately, funds for non-CLG projects have not been available in recent years due to reductions in our federal allocation.

Grant awards, which may cover up to sixty per cent of total project costs, generally range from \$1,500 to \$15,000 and are available on a reimbursement basis. *Local matching funds should cover at least forty per cent (40%).* Grant projects will be selected for funding on a competitive basis.

**Applications must be postmarked by Friday, February 28, 2014.** Applicants must submit the paper original and two paper copies. Applications sent by email or fax will not be accepted. Nonprofits and educational institutions submitting an application through a CLG should submit their proposed application to the CLG by the beginning of January of 2014. See the *Instructions for Completing the 2014 Application* for more details.

Awards will be announced in April 2014. Projects should be underway by the fall of 2014. All projects must be completed by Friday, August 21, 2015.

## GUIDELINES FOR CLG GRANT APPLICATIONS

- CLG grant applications must be submitted by or through the CLG.
- CLG governing boards and CLG historic preservation commissions submit their applications to the HPO.
- **NOTE:** Nonprofits and educational institutions may propose an application for a project in a CLG's jurisdiction, but must submit the proposed application to the CLG historic preservation commission, which would then submit it to the HPO with comments. The CLG commission, not the nonprofit or educational institution, would be the CLG grant applicant. The nonprofit or educational institution should submit the proposed application to the CLG commission by early January of 2014, to allow time for the commission and local governing board to evaluate it and submit it with comments to the HPO by the February 28, 2014, deadline. If a grant is awarded for the project, the CLG would be the grant recipient and would administer the grant project, even if the nonprofit or educational institution provides the local matching funds. A list of local CLG staff contacts is on the HPO web site at <http://www.hpo.ncdcr.gov/CLGcontacts.pdf>.

If there are questions about the application process, please contact Michele Patterson McCabe, grants coordinator, at 919-807-6582. For assistance with developing a project proposal and budget, please contact an HPO staff member listed in the instructions.

We look forward to hearing from you and receiving your application.

Enclosures

North Carolina's historic preservation program receives federal financial assistance for identification and preservation of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, religion, sex, age (40 and over), disability, sexual orientation, or protected activity in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility, as described above, or if you desire further information, please write to: Office for Equal Opportunity, U.S. Department of the Interior, Washington, DC 20240.